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Office Memorandum ~~CONFIDENTIAL~~ UNITED STATES GOVERNMENT

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TO : Mr. [REDACTED], Deputy Services Officer

DATE: 4 April 1949

FROM : Chief, Property Control Division

SUBJECT: Report of Operations - Month of March 1949

1. As a result of the recent survey with respect to property records maintained by the Property Control Division and the Supply Division the functions of the Property Control Division, excluding the activities of the Audit and Inspection and Survey and Clearance Sections was transferred to the Supply Division (Overt), Services Office as of 1 April 1949. Basic principles concerning the maintenance of central control records within the Supply Division have been determined and will be implemented upon the establishment of revised property and supply procedures. The undersigned transferred in the capacity of Acting Assistant Chief, Supply Division, will jointly assist Mr. H. E. [REDACTED], Acting Chief, Supply Division in devising such proposed procedures.

In closing out operations of the Property Control Division the following report is submitted:

2. Problems Encountered:

a. During the latter part of October through November 10, 1948, it was the general consensus of opinion that accountability for Communications supplies and equipment was to be transferred to Mr. [REDACTED], Communications Division, OSO. On 17 November 1948, Captain [REDACTED] former accountable officer for such property was granted a conditional clearance upon his transfer from CIA to Army. Such clearance was granted on the basis of pending adjustment reports which required final approval action by authorities concerned. At this time a change in designation of accountability for Communications property was rendered whereby Mr. [REDACTED] was reassigned within the Communications Division, OSO, and Mr. [REDACTED] was appointed on 23 November 1948 as Communications Supply Accountable Officer. However since being officially appointed, Mr. [REDACTED] has not accepted accountability for such property. It is his desire, since he did not assist in the inventory of October 1948 to conduct a reinventory of major items contained in stock. On this basis he will accept accountability. In discussing this problem with the Acting Chief, Supply Division, Mr. [REDACTED], he stated priority would be given to this matter accordingly. Initiation of adjustment reports, if any, which may be required as a result of the reinventory will be prepared by Mr. [REDACTED].

Document No. 606
NO CHANGE in Class. ☐☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

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3. Major Accomplishments:

a. As a result of the Property Utilization Program the total monetary value of property returned to stock during the month of March 1949 is \$9,161.56. The grand total of non-expendable property returned to stock since the establishment of said program (May 1948) amounts to \$130,130.96.

b. In accordance with Administrative Instruction No. 40-19 Subject Issuance of FWA Property Passes, this office has furnished the Physical Security Division, I&S, lists indicating the names of accountable officers and alternates who are authorized to issue Property Passes for each building within CIA.

c. A procedure covering the deletion of experimental or operational communications property from accountability has been furnished the Communications Division for review and comments. A final draft will be prepared after a meeting has been held with Supply Division, Services Office, and Communications Division, CCO personnel.

4. Agency Assets:

a. Non-Expendable Property in Stock and In Use	\$6,493,845.00
b. Expendable Stock Items	716,766.00
c. Real Property	132,203.00
Total	<u>\$7,342,815.00</u>

d. The monetary value of property indicated above does not include:

(1) Non-expendable property utilized by the Office of Special Operations for operational activities within the Washington area and housekeeping and operational activities outside the Washington area.

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(2) Real property at [REDACTED] Installations, namely, [REDACTED]
[REDACTED] The value of this property will be incorporated in subsequent reports.

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5. Work Performance:

a. Control Section:

(1) Vouchers posted and audited	599
(2) Identification Control Cards Posted	730

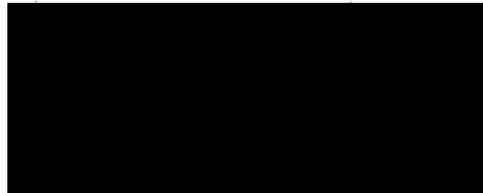
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b. Audit and Inspection Section:

- (1) Property Accounts Audited and Inventoried 6
- (2) Supply Accounts Audited and Inventoried 1
- (3) Number of Damaged Property Investigations 2

c. Survey and Clearance Section:

- (1) Survey Reports Pending13
- (2) Property Clearances Issued40
- (3) Property Passes Issued 3



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